BOYNE FALLS SCHOOL DISTRICT

MS and HS STUDENT/PARENT HANDBOOK

2026-2027

(Revised: August, 2026)
Changes highlighted in yellow

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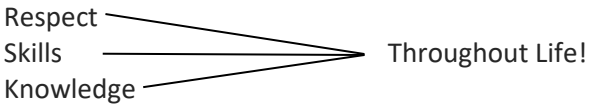
CHAPTER 1 – INTRODUCTORY INFORMATION AND GENERAL NOTICES

1-1 Mission, Vision and Beliefs

Mission Statement

Our mission at Boyne Falls Public School is for all students to become confident, lifelong learners, who are academically prepared, socially skilled, responsible citizens.



Vision Statement

We seek to become a school where all learning is a collaborative venture involving all stakeholders working as a team to develop the conditions and the climate that foster the maximum learning for all students.

Belief Statement

We believe as a result of a K-12 education at Boyne Falls Public School, our students will be:

- Responsible
- Quality producers
- Lifelong, self-directed learners
- Socially skilled with respect for others
- Academically skilled with a core knowledge
- Problem solvers
- Team players

The teachers and staff at Boyne Falls School are dedicated to providing you with the best quality education available. All learning is a collaborative venture involving parents, students, and teachers working as a team to develop the conditions and the climate that foster the maximum learning for all students.

1-2 General School Information

This handbook is a summary of the school's rules and expectations followed by all Boyne Falls Public School students and are not a comprehensive statement of school procedures. Each parent and student should become familiar with its content. While the rules and regulations of this handbook are meant to be consistently followed during the school year, there may be situations that necessitate a change in policy. If any changes or additions to this policy manual occur, students and/or parents will be notified of the changes.

Board of Education

Dave Carson, President	Jessica Mulvaney, Secretary	Bill Cousineau, Trustee
Laura Brunmeier, Vice-President	Jeromy Loper, Trustee	
Karena Haug, Treasurer	John Powers, Trustee	

Location and Contact Information

P.O. Box 356 / 01662 M-75 South
Boyne Falls, MI 49713

Phone: 231.549.2211; Fax: 231.549.2922
Website: www.boynefalls.org

Administration/Office Staff

Name	Position	E-Mail
Cynthia Pineda	Superintendent	cpineda@boynefalls.org
Amanda Loper	K-12th Grade Principal	aloper@boynefalls.org
Lori Herman	Business Office	lherman@boynefalls.org
Brooke Fenske	Student Success Advisor/Title 1 Director	bfenske@boynefalls.org
Melissa McGuiness	School Counselor/MS & HS Art	mmcguiness@boynefalls.org
Tracy Tonsor	Nurse	ttonsor@boynefalls.org
Richelle McKay	Administrative Assistant	rmckay@boynefalls.org
Ryann Hagan	Front Office Assistant/Paraprofessional	rhagan@boynefalls.org

Middle School / High School Staff

Name	Position	Phone Extension	E-Mail
Ted Beyer	HS Math; Health/PE	30051	tbeyer@boynefalls.org
Jake Lee	MS/HS Social Studies/Business	30071	jlee@boynefalls.org
Jeff Garver	8th Grade & HS English	30055	jgarver@boynefalls.org
Marcie McQuillan	MS/HS Special Education	30518	mmcquillan@boynefalls.org
Emily Padgett	Middle School ELA/Librarian	30052	epadgett@boynefalls.org
Caitlin Ritter	MS & 9th Grade Math	30057	critter@boynefalls.org
Jessica VanWulfen	MS/HS Science	30064	jvanwulfen@boynefalls.org
Devon Hayden	K-12th Grade PE	30502	dhayden@boynefalls.org
Matthew Bolinger	Athletic Director/Paraprofessional	30078	mbolinger@boynefalls.org
Marianne Connor	Paraprofessional	30506	mconnor@boynefalls.org
Kelly Matelski	Paraprofessional	30506	kmatelski@boynefalls.org
Mary Matelski	RTC Monitor	30506	mmatelski@boynefalls.org
Michelle Sulak	Bus Driver/Paraprofessional	30506	msulak@boynefalls.org
Scott Wiltjer	Head Cook	30050	swiltjer@boynefalls.org
Kurt Kleindschrodt	Custodian	30075	kkleindschrodt@boynefalls.org
Christopher Denio	Evening Custodian	30075	cdenio@boynefalls.org

1-3 Visitors

Parents and other visitors are welcome to visit the school. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors will be assigned a badge identifying them as a guest. This badge should be attached to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their badge, and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. Visitors who fail to conduct themselves in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Video-taping and/or audio-taping classroom or playground activities are strictly prohibited unless authorized by the building administrator.

1-4 Equal Opportunity/Nondiscrimination Statement

The Boyne Falls School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the school district's non-discrimination policies:

Cynthia Pineda, Superintendent
Boyne Falls School District
01662 M-75 South/P.O. Box 356
Boyne Falls, MI 49713
Phone: 231.549.2211; Fax: 231.549.2922

The school district's complaint procedure may be obtained from the following source:

Cynthia Pineda, Superintendent
Boyne Falls School
www.boynefalls.org

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970
FAX: 216-522-2573; TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

1-5 Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be waived by the building administrator in the case of a unique educational opportunity for students, provided that: (a) The animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

1-6 School Volunteers

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school administrator before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

1-7 Emergency School Closings

Emergency school closings, early dismissals, delays, or closings for any reason will be announced on local radio and television stations as soon possible. Please listen to local radio and media stations during the day for possible early dismissal information for bad weather or other emergencies.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss school early for an emergency, all after-school functions are automatically cancelled.

1-8 Video Monitoring Systems

A video monitoring system may be used on school busses, and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

1-9 Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, and activities. Persons with disabilities having questions about accessibility or needing special accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

1-10 Telephones

Messages and deliveries from home are to be left in the office. Students will be called out of class only in an emergency. Student use of the phone is limited to emergencies as well.

1-11 Theft

The school is not responsible for lost or stolen items. Lockers are the property of the school and intended for books and outdoor clothing only. The lockers should not be used for storing personal items. Please ask your child to leave personal belongings at home.

1-12 Lockers

Lockers will be assigned at the beginning of the school year. Children are expected to keep their lockers orderly. Children may only decorate the inside of their lockers with removable materials such as magnets. Adhesive type material (i.e. painter's tape) may be used WITH PERMISSION. No stickers may be used. Any food item stored in a locker must be kept in a lunchbox. No food should be stored overnight.

1-13 Lost and Found

The lost and found bin is found in the vestibule of the back entrance. Children are to check there before reporting missing items. Unclaimed items are donated to local charities.

1-14 Student Fundraising

Fundraising activities by school organizations must be approved in advance by the superintendent. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

CHAPTER 2 – ATTENDANCE

2-1 Attendance

Michigan law requires that whoever has custody or control of any child between the ages 6 and 17 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
2. The child is attending a state-approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
3. The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
4. The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
5. The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request from the parent/legal guardian.

6. The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

2-2 Student Absences

There are two types of absences: Excused and unexcused. Excused absences include the following: Illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the administrator. All other absences are considered unexcused.

Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. ***Parents must notify the office at least 48 hours in advance of a pre-arranged absence.*** Pre-arranged absences more than three days in length must be approved by the administrator. All absences are subject to the truancy policy.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school at **231.549.2211** before 8:00 a.m. or submit a note to the office within 24 hours of the absence to explain the reason for the absence. Failure to do so shall result in an unexcused absence.

A child who leaves school early must be signed out in the office by a parent or guardian.

Children of compulsory school age who develop acute attendance problems may be referred to the Intermediate School District Attendance Officer for appropriate action. Staff will use the following steps:

- A conference with parents and child may be requested at any time when absenteeism becomes excessive to develop a plan to improve attendance.
- A letter will be sent home by the administrator after a child has accumulated six (6) absences or first hour tardies per trimester (excused or unexcused).
  - If attendance does not improve, a mandatory meeting with Charlevoix County School Liaison, the school administrator(s), student and parent will be held.
  - Once the Charlevoix County School Liaison or school administrator has attempted to contact you, you will have seven days to schedule mediation. If you fail to schedule mediation within these seven days, a referral may be made to the truancy officer.
  - At this meeting, the mediator will attempt to gain cooperation from parents and students to improve attendance.
  - This will include a contract between the parties present at the meeting.
  - In the event this meeting does not occur, the matter will be turned over to authorities for truancy.
- ***A referral to the truancy officer may be made after the tenth (10th) absence (excused or unexcused) per trimester. *Absences excused with a DOCTOR'S NOTE are not counted in total number of absences.***

2-3 Tardies

Tardy shall mean late entry into class. Students who are not in their classroom by bell will be considered tardy. Children who arrive to any class more than 15 minutes late will be marked absent. Students may accrue **two** tardies per class, per trimester without consequence. On the third tardy and all subsequent tardies, students will be assigned a lunch detention. If a student presents a note from a health/mental health professional (i.e. doctor, dentist, counselor etc.), the tardy will be excused and will not be counted in the total number of tardies.

2-4 Make-Up Work

If a student is absent, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted twice the number of days that he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

2-5 Truancy

A parent or other person in a parental relationship who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than $5.00 nor more than $50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

CHAPTER 3 – PROGRESS REPORTS, PROMOTION AND GRADUATION

3-1 Progress Reports, Report Cards Conferences and Promotion

Progress reports are sent home around the sixth week in every trimester ONLY for students who are at risk. School report cards are mailed to parents three times per year. For questions regarding grades, please contact the classroom teacher. Students who receive an incomplete on their report card will have two weeks following the last day of the trimester to submit all work. Any work not submitted by this time will become a zero. Grades will be computed on work submitted by the deadline. Parent-teacher conferences are offered three times per year.

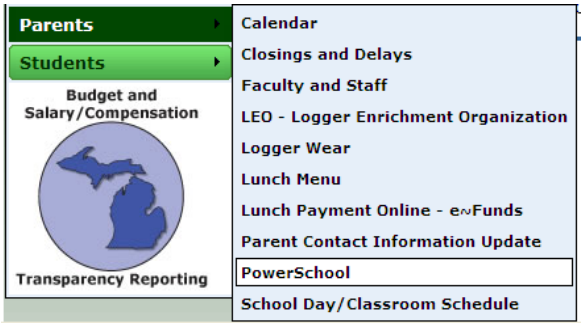
3-2 Using PowerSchool to Track Grades

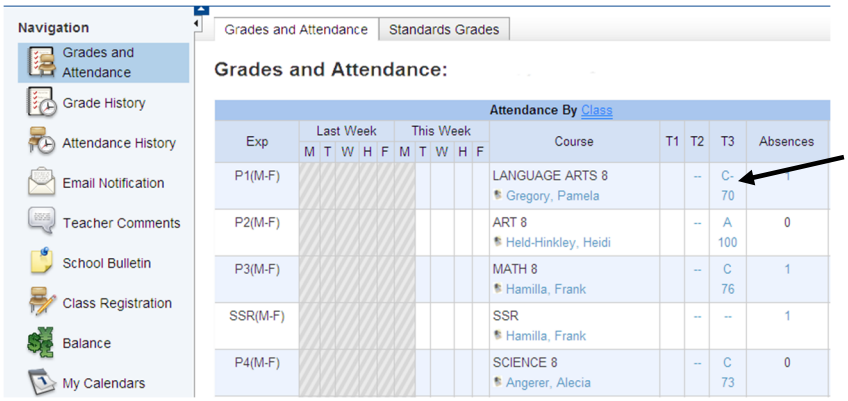
USING POWERSCHOOL TO TRACK YOUR CHILD'S PROGRESS

PowerSchool, our student management system, can be used by parents to monitor their child's grades. Simply follow the steps below:

1. Go to our webpage at: www.boynefalls.org.
2. Click on "Parents" and the "PowerSchool" dropdown, shown right.
3. Login (Call 231-549-2211 if this information is needed)

This will take you to a screen that shows your child's current grades as shown below:





Click on a letter grade to see a list of assignments and scores and/or missing work.

Click on "Email Notification" to request emails of grades be sent to your email.

3-3 Homework/Tutoring Time

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, the student's ability, and the grade level. If a student is earning a D- or below in any class, he/she will be required to attend an hour-long, after school tutoring session each week or month, as determined by administration.

3-4 Early College Classes

Dual Enrollment

Dual Enrollment classes are college courses (online or on campus) that may be used for credit at both the high school and college level. High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the counselor/administrator. Approval will be based upon, but not limited to, the following factors:
    a. Students must have 9th - 12th grade student standing;
    b. Students must have a 3.0 grade point average and currently passing all classes.
    c. Students must maintain regular attendance.
    d. Students and parents must sign and abide by learning contract provided by counselor's office.
    e. The table shows the complete list of scores that qualify students for dual enrollment options (updated in 2022-2023):

Assessment	Test Section	Content Area	Minimum Qualifying Score
ACT	Mathematics	Mathematics	22
ACT	Reading	Reading	22
ACT	Science	Science	23
ACT	English	English	18
PSAT 8/9	Critical Reading	Evidence-Based Reading and Writing	460
PSAT 8/9	Mathematics	Mathematics	510
PSAT 10	Critical Reading	Evidence-Based Reading and Writing	460
PSAT 10	Mathematics	Mathematics	510
PSAT/NMSQT 11	Critical Reading	Evidence-Based Reading and Writing	460
PSAT/NMSQT 11	Mathematics	Mathematics	510
SAT	Critical Reading	Evidence-Based Reading and Writing	480
SAT	Mathematics	Mathematics	530
AP**	Various subject areas	May qualify for credit and allow for higher level classes	Check with IHE
CLEP**	Various subject areas	May qualify for credit and allow for higher level classes	Check with IHE
IB**	Various subject areas	May qualify for credit and allow for higher level classes	Check with IHE
ACCUPLACER**	Various subject areas	May qualify for credit and allow for higher level classes	Check with IHE

3. Students must be enrolled in both the school district and postsecondary institution during the school district's regular school year.
4. Courses offered for dual enrollment are academic courses that are not offered by the school district or partner schools. These courses may not be available because of a scheduling conflict as determined by the school district. The student and parents are liable for the cost of the class if the student fails the class.
5. Computation of high school credit for postsecondary institution coursework will be based on the following formula: 3 to 4 semester hours equals .75 unit of high school credit.
6. Upon validation from the issuing postsecondary institution, the student's credit will be recorded on the student's high school transcript.
7. The student is responsible for having the postsecondary institution report the student's grade and credit to the counselor in a timely fashion.
8. Student/parent must provide own transportation if course is located at college.
9. Parents/students will be responsible for any tuition incurred if their son/daughter withdraws after the 100% refund period timeline or any class in which their son/daughter receives a failing grade.

Direct Credit

Direct Credit classes are college courses used for credit at both the high school and college level. Students attend class at their high school. Classes are taught by high school teachers who have been credentialed as an adjunct college instructor. Grades or credits are recorded on an official participating college transcript as college-level courses. The cost of tuition and other fees are covered by the local school district so there is no charge to students or parents.

Articulated Credit

Articulated Credit is gained by attending career and technical education classes that are aligned with community college courses. No tuition is charged for articulated courses. Students wishing to use articulated credit must apply to the local community college to receive this credit.

3-5 Credit for Alternative Courses and Programs

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed successfully provided:

1. The course is offered by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is at least a junior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 3 units of credit may be counted toward the requirements for a student's high school graduation.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive 6 high school credits for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the counselor.

3-6 Credit Recovery

Credit recovery courses are options for students to earn credit for classes they have failed which are needed to obtain a diploma. Students have some options to earn these credits which are included below:

Online Courses

A student enrolled in a distance-learning course may receive high school credit for work completed successfully provided:

1. The course is offered by an institution approved by the superintendent or counselor;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The counselor approves the course in advance.

The number of online courses that a student may apply toward high school credit may be limited. Grades earned in approved courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Summer School

A student will receive high school credit for successfully completing:

1. Any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and
2. The student assumes responsibility for all fees (including tuition and textbooks), and
3. The counselor approves the course in advance.

Additional Year of High School

A student has an option of returning to a fifth year of high school to complete necessary requirements to earn a diploma.

3-7 High School Graduation Requirements

To graduate from high school with a high school diploma, each student must:

1. Complete all district graduation requirements.
    a. Earn a minimum of 28 credits.
    b. Earn 1.0 credit for a technology or technology-related course.
    c. Pass mandated course exams to receive credit for classes.
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which include:

English		Science		Math		Social Science			Health and Physical Ed		Visual Arts, Performing Arts, or Applied Arts		Foreign Language	CPR Certification	Personal Finance
Credits		Credits		Credits		Credits		Credits		Credits		Credits			
1	English 9	1	Biology	1	Algebra 1	.5	Economics	1		1		2			Class of 2028 and beyond
1	English 10	1	Chemistry or Physics	1	Algebra 2	.5	Civics								
1	English 11	1	Additional Science	1	Geometry	1	U.S. History and Geography								
1	English 12			1	Math final year of HS	1	World History and Geography								

Students may earn:

1. 0.5 credits for each class that meets for one period each day, five days a week, for one trimester.
2. 0.75 credits for each class that meets for one period each day, five days a week, for one semester.
3. A total of 0.5 physical education credits by participating and successfully completing two high school sports seasons. Students must submit to the school counselor the "Verification of Athletic Participation" form stating that they successfully completed the season.

3-8 Testing Out

High school credit shall be granted for any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course.
    a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
    b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
    c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
    d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.
2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.

   a. The course teacher, counselor, and building administrator will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
   b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.

3-9 Middle School Retention

The decision to promote a student to the next grade level is based on successful completion of the curriculum. The final decision to promote a student will be made by the teachers and administrator.

Middle school students make adequate progress in all three trimesters of each core subject area (math, science, language arts, and social studies) to advance to the next grade.

Middle School students who fail to meet these requirements will be allowed to advance to the next grade level by completing one of the following options:

1. The student will be granted credit by attaining a grade of not less than C+ in an end-of-course examination. An end-of-course examination is an examination which addresses all components of the course curriculum. The exam must be completed by August 15 proceeding the next school year.
2. The teacher of the unsuccessfully completed course may choose to allow the student to earn credit by exhibiting mastery using one of the following: a portfolio, performance, paper, project, presentation, or assessment of his/her choice.
   a. The course teacher will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
3. With the administrator's approval, a student may complete an optional course in the failed subject in lieu of the end-of-course exam. The student will be responsible for any costs incurred with an optional course.

3-10 Awards, Honors, and Grade Point Average

<u>Academic Letters and Pins</u>

Any high school student who has an accumulative GPA of 3.5 or higher during the first two trimesters of the current school year will be awarded:

- First year: Academic Letter
- Second year: A lamp of knowledge pin
- Each succeeding year: A bar pin

Certificate of Merit

Honors and High Honors are awarded by classroom teachers based on grades. These guidelines vary between each department (math, science, language arts, and science). Therefore, the guidelines on how to earn these awards will be explained the first few days of each class.

High School Class Officers

Awarded to President, Vice President, Secretary and Treasurer

Honor Roll

The Honor Roll is calculated at the end of each trimester. Students must maintain:

Middle School	
Earn	***Award***
All A's	All A Honor Roll
A's and B's	A-B Honor Roll

High School	
Earn	***Award***
3.7 GPA or higher	High Honors
3.00-3.69 GPA	Honor Roll

*To be recognized as an Honor Roll recipient, students must be performing grade level standards.

To be eligible to receive an Honor Roll certificate at the end of an academic school year, a student must be on the Honor Roll the first two trimesters.

National Honor Society

Awarded to students who are National Honor Society members and officers

Perfect Attendance

Student has no absences in any classes for the school year.

Student Council

Awarded to Student Council members and officers

Valedictorian/Salutatorian

The students with the first and second highest scholastic grade point averages in the graduating class will be designated as Class Valedictorian and Class Salutatorian respectively. To be eligible, a student must have:

- Attended school regularly for the last three (3) trimesters at Boyne Falls High School;
- A 3.0 average for their high school years, based on our 4.0 scale, to graduate with honors.

The final class ranking to determine the Senior Class Valedictorian, Salutatorian and class ranking will be determined at the end of the third trimester of the senior year. If no student reaches the 3.0 grade point average, there will be no student speaker at graduation.

Grade Point Average

Students' Grade Point Average (GPA) will be calculated using the following scale:

A	=	4.00	A-	=	3.70	B+	=	3.30
B	=	3.00	B-	=	2.70	C+	=	2.30
C	=	2.00	C-	=	1.70	D+	=	1.30
D	=	1.00	D-	=	0.70	E	=	0.00

3-11 Walking at Graduation

Seniors earn the "right to walk" at graduation if the following are met:

- Completion of all academic graduation requirements within the current graduation year defined by the Michigan Department of Education and Boyne Falls Public School by the last scheduled senior school day prior to the senior class trip;
- Attend graduation practice;
- Are in good standing regarding their attendance, behavior and academic integrity; and
- Have paid all fees and charges owed to the school in full prior to the rehearsal of the graduation ceremony.

Students who are a maximum of one credit behind may petition the administration for participation in the graduation ceremony if they meet the following criteria:

- Must be enrolled in an accredited online or correspondence course;
- Course must be pre-approved by administration, and
- Provide documentation toward the successful completion of this course.

A student's "Right to Walk" may be revoked by an administrator if any of the above conditions are not met.

CHAPTER 4 – STUDENT FEES & MEAL COSTS

4-1 Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects and transportation costs and admission/participation fees for district-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

4-2 School Breakfast and Lunch Program

Breakfast is served every school day from 7:55 a.m. to 8:10 a.m. Lunch is served every school day between 11:00 a.m. and 1:00 p.m., except when there is an early dismissal.

A student may purchase lunch or may bring a sack lunch. Parents may pre-pay for lunches, and the school will maintain an account for each child. Students will only be allowed to charge their breakfast or lunch purchases in the event of an emergency. Students will not be allowed to charge if their account reaches -$30.00.

Free or reduced price meals are available for qualifying students. Application forms are sent home at the beginning of the school year or can be obtained by contacting the building secretary.

CHAPTER 5 – TRANSPORTATION AND PARKING

5-1 Bus Transportation

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administrator. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

- Choose a seat and sit in it immediately upon entering the bus.
- Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or while waiting for the bus.
- Use emergency door only in an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Open windows only with bus driver's permission.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities, and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the busses or school equipment.
- Parents will be liable for any defacing or damage students do to the bus.
- Keep book bags, books, packages, coats, and other objects out of the aisles.

- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus unless authorized by the bus driver.
- Students may be suspended from riding the school bus for engaging in misconduct.
- Students MUST have a written note from a parent/guardian to ride another bus or to get off with a friend at a different bus stop.
- Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the building administrator.

5-2 Parking

The driving of a private vehicle, which includes all motorized vehicles to include automobiles, motorcycles, snowmobiles, ATV's, etc., is a privilege. The following rules apply:

- Students may park their vehicles in the front lot.
- Vehicles must be parked between the painted lines.
- Maintain a speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians.
- Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school and at the vehicle owner's expense.
- Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

CHAPTER 6 – HEALTH AND SAFETY

6-1 Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations.

Parents or guardians seeking an immunization waiver are required to obtain the waiver from the Health Department of Northwest Michigan. To make an appointment with the Health Department, please call 1-800-432-4121.

6-2 Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." All medication must be in the original container with specific directions for dosage and time. Medications should be transported to and from school by a parent and given directly to office staff. Nonprescription medications should be provided by the family and accompany the signed Authorization Form.

No school or district employee is allowed to administer to any student or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian and the prescribing doctor has completed and signed an Authorization for Student Self-Medication Form.

6-3 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Counseling services also include assistance with personal/social concerns.

Students are encouraged to seek the help of a counselor to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information.

Representatives from colleges and universities, occupational training institutions, and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

6-4 Safety Drill Procedures and Conduct

Safety drills will occur throughout the school year. Students are required to be quiet and shall comply with the directives of school staff during emergency drills. Staff will review emergency procedures with each class at the beginning of each trimester. The school shall conduct at least five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. At least four (4) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

6-5 Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease (for example, Covid-19, fever, diarrhea, vomiting, head lice etc.). In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian. Students should be fever, vomit and diarrhea free for 24 hours before returning to school. The school may request that a letter from the student's doctor stating that the student is no longer contagious before returning to school.

6-6 Head Lice

The school will observe the following protocols regarding head lice. The student's family is required to notify the school office if his/her child is suspected of having head lice. If detected at school, the school will notify the family. Families are strongly encouraged to treat the student(s) prior to returning to school or riding the bus.

6-7 Emergency Medical Authorization / Data Forms

The student's parent/guardian should complete the school district's data form which is sent home to be updated at the beginning of the school year. These forms should be filled out completely with accurate information. Parents/guardians should indicate all medical problems: bee sting allergies, food allergies, etc. and suggested procedures for immediate treatment such as treat with ice, immediate doctor's attention. This form should indicate emergency medical treatment authorization indicating the preference of the parents/guardians regarding choice of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation, the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

The student's parent/guardian should update this information with the school whenever it changes.

The school encourages families to carry accident and health insurance for their children. Health insurance is available, based on family income, for uninsured children through the Michigan Department of Community Health. Information is available in the school office.

CHAPTER 7 – DISCIPLINE & CONDUCT

7-1 General Building Conduct

Students shall not arrive at school before ***7:45*** **a.m.** Except under special circumstances, no students should be in the building before this time. Classes begin at ***8:15*** **a.m.,** and students are dismissed at ***3:05 p.m.*** each day. Students should leave the building by 3:15 unless supervised by a teacher or sponsor. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students are not allowed in any area not supervised by an adult, including staff lounge, boiler room, parking lots, other students' lockers, teacher's desk, or unoccupied rooms.
- Student may use classroom or school phones only in emergency situations.
- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed upon entering the school.
- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Amorous behavior should be restricted to a brief hug, an arm around another, or holding hands.
- Students shall not write on walls or desks or deface or destroy school property.
- Skateboards, scooters, and wheelies are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- Radios/CD players, MP3/I-pods must be "pocketsize" with individual earphones and are only allowed in the annex or cafeteria before the first bell and during the student's lunch period or with the permission of the supervising teacher.
- Chewing of gum may be allowed at the discretion of the individual classroom teacher.
- All food and beverages must be consumed in the cafeteria or other designated areas.
- No food or beverages are allowed in the halls.
- Soft drink containers are not allowed in the gym or classrooms.
- Bottled water in clear containers may be allowed in the classroom at the discretion of the individual classroom teacher.
- No backpacks allowed in the classrooms. For emergencies or injuries speak to administration.

The following rules shall apply for all Boyne Falls students at athletic events and other school functions, whether at home or at another site, and failure to abide by the rules may result in discipline:

- Cheering is allowed for good plays, and students should display good sportsmanship.
- Students should be considerate of others and spectators
- No booing and/or making rude remarks are permitted.

7-2 School Dress Code/Student Appearance

- Students are to use discretion in their dress and are not permitted to wear apparel or have extreme hair styles and/or colors that causes a substantial disruption in the school environment.
- Students are not permitted to have drawings or markings on their face or body.
- Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities.
- All clothing and accessories are to be worn as intended.
- Pajama or lounge-type fleece pants will not be allowed. Sweatpants or athletic-type pants are acceptable.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Coats, JACKETS, SHELLS, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day or during school-sponsored activities. HATS/HOODS MAY NOT BE WORN IN THE BUILDING DURING THE SCHOOL DAY.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, and showing skin and/or undergarments may not be worn at school.
- Shirts that expose a bare midriff are not allowed.
- Immodest dress is not acceptable (i.e., crop tops, muscle shirts, tank tops, TIGHTS/LEGGINGS etc.). Yoga pants or leggings that are sheerer in nature are also not acceptable.
- The length of shorts or skirts must be mid-thigh or longer. The wearing of tights or inappropriate yoga pants or leggings does not exclude a person from this rule.
- Straps on tops must be at least one inch wide.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building administrator will make the final decision.
- Any student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

7-3 Student Discipline

Prohibited Student Conduct

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. Boyne Falls School has a "Drug Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity such as the sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled, and the law enforcement officials may be contacted.

Students may be disciplined for misconduct, including, but not limited to, the following:

- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling:
    - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
    - Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
    - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
    - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) That a student believes is or represents to be capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that

would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
    - "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) That a student believes to be or represents to be an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
    - Drug paraphernalia, including devices that are or can be used to: (a) Ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling, or transferring a dangerous weapon (defined by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
- Using a cellular telephone, video recording device, MP3 players or similar electronic device in any manner that disrupts the educational environment or violates the rights of others are NOT allowed. All cell phones and similar electronic devices must be silenced during the regular school day. Devices must be placed in designated phone pocket upon arriving to each classroom unless: (a) The supervising teacher grants permission; or (b) students are in the annex or cafeteria before the first bell and during their lunch period; radios/CD player, handheld games, MP3/I-pods must be "pocketsize" with individual earphones; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. If device is visible in a classroom setting (ie. Gym class, computer lab, art lab, library) it may be confiscated per the code of conduct on page 47.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including, but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that

may be reasonably considered to: (a) Be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting."

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to or under the control of the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On or within sight of school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may be reasonably considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

<u>Disciplinary Measures</u>

Disciplinary measures may include:

- Disciplinary conference.
- Withholding of privileges.
- Seizure of contraband.
- Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
- Suspension of bus riding privileges.
- Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity.
- Notifying parents/guardians.
- Temporary removal from the classroom.
- In-school detention for a period.
- After-school detention. Any staff member may assign a detention. Students will be provided a minimum of 24 hours notice prior to serving a detention. The staff member who assigns the detention is responsible for providing a time and place for the student. Failure to serve the detention may result in additional detention time, suspension, or loss of other school privileges.
- Lunch detention. Students must:
    - Come prepared. They will not be allowed to leave once they have reported for detention.
    - Students who do not show or have to be sought out will be given an additional lunch detention.

Weapon-Free Schools

In order to provide a safe learning environment for all children, our schools must be weapon-free.

Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, a knife opened by a mechanical device [regardless of blade length], iron bar, or brass knuckles.

As a matter of district policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to, BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, pepper spray, etc.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

Gang and Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall engage in the following:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission or use either verbal or non-verbal gestures or handshakes showing membership or affiliation in a gang;
2. Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
3. Request any person to pay protection or otherwise intimidate, harass, or threaten any person;
4. Commit any other illegal act or other violation of district policies; or
5. Incite other students to act with physical violence upon any other person.

7-4 Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or at any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

Examples of prohibited conduct include name-calling, using derogatory slurs, threatening or causing physical harm, etc. Examples of sexual harassment include touching and crude jokes or pictures, etc.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a building staff member, the counselor, or building administrator.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including, but not limited to, suspension and expulsion consistent with the school and district discipline policies.

7-5 Lunch and Cafeteria Rules – Closed Lunch

Lunch Rules

Students may not leave campus during lunch, unless excused by parent/legal guardian for emergencies and/or appointments. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit on a bench at a table. Students shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall remain in the annex, cafeteria or reading at the bench across from the office during the lunch period unless the gymnasium is available with a supervising adult.
- Students may eat lunch in the picnic area located in front of the school but must remain seated in the picnic area or on the benches in this area.
- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

7-6 Field Trips and Winter Recreation Day

Field trips and Winter Recreation Day are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students are responsible for any work missed on the day of the trip.

All students who wish to attend a field trip must receive written permission from a parent or guardian on the student data sheet sent home at the beginning of the school year. Students may be prohibited from attending field trips (including Winter Recreation Day) for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework – Students earning D- or F in any classes may be ineligible;

- Behavioral or safety concerns - Students who have had two RTC referrals or been suspended within the Rec Day Week (Friday – Thursday) will be ineligible to attend;
- Denial of permission from administration; or
- Other reasons as determined by the school.

7-7 Sexual Harassment

Sexual harassment has no place in the school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage, or opportunity or which creates an intimidating, hostile, or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's counselor or building administrator who has been designated as the school's sexual harassment grievance officer.

7-8 Physical Assault

Physical assault is defined as: "Intentionally causing or attempting to cause physical harm to another through force or violence." Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days. A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity or on any school-related vehicle shall be suspended or expelled for up to 180 days.

7-9 Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

7-10 Tobacco Free School

Boyne Falls Public School has a comprehensive 24/7 tobacco-free school policy that prohibit the use of all types of tobacco and non-tobacco nicotine products (including e-cigarettes and “vaping” paraphernalia), by any person, in school buildings and on school grounds at all times, and at any on-or off-campus school sponsored event, including athletic events.

7-11 Drugs, Alcohol and Tobacco

Boyne Falls Public School has a comprehensive 24/7 tobacco-free school policy that prohibits the use of all types of tobacco and non-tobacco nicotine products, by any person, in school buildings and on school grounds at all times, and at any on-or off-campus school sponsored event, including athletic events.

Except for prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

CHAPTER 8 – INTERNET, TECHNOLOGY AND PUBLICATIONS

8-1 Internet Acceptable

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use

The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are the following:

- Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and/or
- Using the network while access privileges are suspended or revoked.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties

The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to or arising out of any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules

Copyright law prohibits the republishing of text or graphics found on the web without express written permission.

For each re-publication (on a web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

Students engaged in producing web pages must provide library media specialists with e-mail or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the web site displaying the material may not be considered a source of permission.

The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text. Student work may only be published if there is written permission from both the parent/guardian and student.

Plagiarism Policy

Plagiarism is when a person uses another person's published or recorded thoughts, ideas, or words without giving him/her credit for the work. Basically, you are presenting someone else's thoughts as your own.

Plagiarism is cheating and it is subject to academic consequences and behavior consequences.

Types of plagiarism:

- Intentional plagiarism: you took someone's words on purpose and presented them as your own. Your intent is to pass the work as your own original idea.
    - Ex. Word-for-word copying of text either completely or partially
- Accidental plagiarism: you did not properly cite a footnote or a quotation
- Paraphrasing vs. Summarizing:
    - If you paraphrase someone's thoughts or ideas, it is best practice to cite it.

Common examples of plagiarism:

- You copy and submit someone else's work in its entirety.
- You buy or download a paper or someone else's work from a person or a service.
- You insert whole thoughts or paragraphs from a resource into your paper
- You copy pictures, images, symbols, etc. without giving proper credit.
    - This includes art, music, and fine arts

Penalties for plagiarism:

- First incident: receive a warning, receive a zero on the assignment, a conference, and parent contact
- Second incident: receive a zero on the assignment, 2 lunch detentions, possible suspension up to 3 days, and a parent contact
- Third and any other recurring incidents: receive a zero on the assignment, 1-3 days suspension, possible no credit issued in class where incident occurred, and a parent contact

Use of Electronic Mail

The e-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities and as an education tool.

The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the school district's internet gateway carry with them an identification of the user's internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients. Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Use of the district's e-mail system constitutes consent to these regulations.

8-2 Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the internet or from a blog without first obtaining written permission from the administrator and that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including, but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including, but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
- Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

No student or other person shall have in their possession or under their control while on school premises any book, magazine, pamphlet, newspaper, writing or other periodical or written matter containing any obscene, lewd, lascivious, filthy or indecent reference, words, or pictures.

CHAPTER 9 – SEARCH & SEIZURE

9-1 Search and Seizure

In order to maintain safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

CHAPTER 10 – ATHLETICS

10-1 Athletic Rules and Code of Conduct

The Athletic Code applies to all students who participate in athletics. Athletics includes sports, and extracurricular activities. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes.

At Boyne Falls Public School participation in athletics is a privilege and an honor. Those who participate in athletics have a responsibility to favorably represent the school and community. Students involved in

interscholastic competition are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. All athletes, managers, statisticians, etc. must adhere to the policies outlined in the Michigan High School Athletic Association Handbook and in the Boyne Falls Public School Athletic Code.

Participation in athletics is voluntary, but adherence to athletic codes and training rules are mandatory requirements for membership on any Boyne Falls Public School sponsored athletic team. It is an expectation of Boyne Falls Public School that all participants in athletics be at their best mentally, physically and morally, and represent our school with distinction and pride. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Athletes must make arrangements with their coach and have adult supervision when staying after school for an athletic event or practice.

MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Association, and, if applicable, these rules will apply in addition to this Athletic Code. In the case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

10-2 Eligibility

A student's academic performance supersedes any athletic performance. Because of this, specific academic eligibility is required of all Boyne Falls athletes. To maintain athletic eligibility, the following guidelines will be followed:

1. Students must pass all classes the previous trimester in order to be eligible during the present trimester. Deficiencies, incompletes, conditions and failures from a previous trimester may be made up during a subsequent trimester. Eligibility may be reinstated during the next trimester when the school accepts the credit.
    a. If a class is scheduled for a semester, students may be eligible for competition after a 60 school day suspension.
    b. Student athletes must report to practices and competitions during suspension.
2. Athletic Director will evaluate grades and determine eligibility on Sunday.
    a. Students should ensure they have satisfactory grades by Friday afternoon.
3. Athletic Director will contact parents of any athlete who has a cumulative grade of less than 70%/C-. Eligibility will run from Monday until the following Monday.
4. Each coach will talk to all students who receive academic warnings or a "warning" in citizenship.
5. Athletes must be passing all classes, and have a combined average of 70% in all classes in order to be eligible to compete.
    a. If an athlete's average falls below 70%, they will have one week to bring their average back up to, or above the 70% average. If following that probationary week, they do not raise the average in all classes above 70%, they will be ineligible to compete in athletic contests. Once the average is at, or above the 70% margin, they will have their eligibility reinstated.

6. Upon receiving a second consecutive citizenship warning from a teacher, an athlete will be ineligible to participate for one week.
7. Any student ineligible, due to an academic or citizenship warnings, is required to practice and travel with the team at the coach's discretion. The student may not dress in uniform or participate in a game until eligibility is reinstated. Coaches will use part of this required practice time as a study period for the ineligible athlete.

10-3 Requirement for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity (Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided):

1. A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices, and contests; and

10-4 Behavioral Conduct

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- Insubordination;
- Use or possession of tobacco products, alcohol, or unauthorized drugs anytime throughout the year (school or non-school related)
- Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- Any behavior which disrupts the appropriate conduct of a school program or activity; or
- Hazing, bullying, or harassment of any kind; or
- Use of profanity; or
- Exhibition of bad sportsmanship; or
- Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

<u>Substance Abuse Self-Disclosure</u>

An athlete who, by himself/herself or together with his/her parent or legal guardian, voluntarily discloses to a school employee, school official, coach, or an administrator, a need for assistance for alcohol or substance abuse **prior to** any reports, charges, or complaints, will not be charged with an Athletic Code Violation, as long as:

1. It is determined that the athlete's self-disclosure was not an opportunity to avoid a penalty stipulated in Training Code Violations, and

2. The athlete agrees to participate in a recognized drug abuse/chemical assessment program and rehabilitation counseling. Satisfactory completion of the assessment and treatment program must be provided to the Athletic Department in writing by the authorized agency/program.
3. Any expenses incurred for the assessment/treatment program will be the responsibility of the athlete, and not the Boyne Falls Public School.

The self-disclosure exemption is available to an athlete only once during his/her high school career.

Gross Misconduct

When an athlete has engaged in an activity not specifically covered by this code, or has demonstrated gross misconduct, the Athletic Council will meet to determine what action will be taken with the athlete. Disciplinary action may meet or exceed consequences outlined in this code.

10-4 Misconduct Violation Procedure

Any behavioral misconduct or violation of the substance abuse guidelines will be handled in the following way:

1. Specific charges of violations shall be presented to the Athletic Director in writing within three (3) days of the violation, except in extenuating circumstances.
2. The coach of the sport in which the participant is currently active and the Athletic Director shall inform the participant of the violation charge verbally and in writing. The athlete's parents will also be informed at this point.
3. During the investigation, information from persons having knowledge of the incident will be sought and accepted. The Athletic Director will place emphasis on credible and reliable first-hand information supplied to him/her by the Boyne Falls coaching staff, administrative staff, faculty, support staff, Board of Education, and Law Enforcement officials and parents.
4. Confirmation of a violation is considered to be any one of the following:
    a. Admitting to the offense to a coach/advisor, faculty member or administrator.
    b. When an administrator investigates an accusation and determines that the evidence confirms the violation.
5. The student/athlete involved shall have the opportunity to express his/her side of the situation and to have persons give information on his/her behalf. The student/athlete shall be given the opportunity upon his/her request or that of the athlete's parents to face his/her accuser. Should the Athletic Director or his/her designee consider that such direct confrontation would be unduly threatening to either party, he/she may deny the request.
6. The Athletic Director will notify the parents of the athlete and the Principal (if different from the Athletic Director) in writing within three (3) school days after the penalty for the violation is applied.

10-4 Consequences of Misconduct

Consequences for misconduct will result in the following:

First Offense

After confirmation of the first offense, the student shall lose eligibility for 25% of the originally scheduled events, or if none remain, the next tournaments contests, and notify the Athletic Board of such action.

1. If the offense occurs when there are no season contests or tournament contest remaining, the athlete's suspension will be invoked at the beginning of the next sport in which the athlete participates.
2. If a season ends before the percent of contests have been served, the percent not served will be carried over to the next athletic sport in which the athlete participates. Standard rounding procedures will be used if necessary to determine the games missed in the next sport. Halves will be rounded up.
3. The student-athlete must complete the season for which the penalty is imposed. A failure to complete the season will result in the loss of 25% of the competitions in the next season for which they participate.
4. If the violation is Drug related, the student/athlete must meet with a certified counselor. Evidence of that meeting must be provided to the Athletic Director prior to reinstatement. The athlete must also successfully pass a drug screening prior to reinstatement. The cost of the drug screening is the responsibility of the athlete and his/her family.
5. If the violation requires court involvement, and a probation officer is assigned, the Athletic Director and the probation officer must meet and review any additional requirements that may be assigned by the court.

Second Offense

After confirmation of the second violation, the student shall lose eligibility for the remainder of the season and the next sports season in which they participate.

1. The student must participate in all scheduled practices and attend all sports events with the team.
2. After 50% of the events have been played in the second season, the student may petition the Athletic Board for reinstatement to the team. See Reinstatement Procedures for timeline of petition for reinstatement.
3. If the violation is Alcohol or Drug related, the student/athlete must participate in a certified drug/alcohol program. Evidence of participation must be provided to the Athletic Director prior to reinstatement. The athlete must also successfully pass a drug screening prior to reinstatement. The cost of the drug screening is the responsibility of the athlete and his or her family.
4. If the violation requires court involvement, and a probation officer is assigned, the Athletic Director and the probation officer must meet and review any additional requirements that may be assigned by the court.

Third Offense (or any offense thereafter)

After confirmation of the third violation, the student shall lose eligibility for one calendar year. The student/athlete must successfully attend and participate in an approved drug/alcohol counseling program. Following the one-year loss of eligibility, the student/athlete must successfully pass a drug screening that is administered within two weeks prior to reinstatement in order to earn the right to participate once again on Boyne Falls athletic teams.

10-5 Appeal Process

Each student/athlete involved has the right of appeal of a disciplinary decision made at any level. Each step in the appeal process must be completed before the individual may progress to the next step.

Levels of Appeals

1. Athletic Committee
2. Superintendent
3. School Board

All appeals must be made in writing and submitted within three (3) school days of the decision. Within two school days of receipt of the appeal, the Athletic Director will schedule a meeting of the Athletic Board. A Superintendent appeal must be submitted within two school days of the Athletic Board review. A Board of Education review will be held at the next School Board meeting. The parent must request a hearing by the Thursday preceding the regularly scheduled Board meeting and be put on the agenda.

10-6 Reinstatement Procedures

1. Any athlete, who has been dropped from a squad because of a third violation of the Training Code, must be reinstated before he/she can compete. Reinstatement must take place one week before the new sport begins competition.
2. Eighteen months after a first offense, if the student/athlete has no further violations, his /her record is cleared of all previous violations. If an athlete has another offense during their probationary period, the penalty for the next violation will be enacted and the eighteen-month probationary period will start over.
3. The athlete will present himself/herself to the Athletic Board with one or both parents and present a case in his/her defense. If an athlete's parents refuse to come, upon verification by the principal, the student may present his/her own case. If reinstated by the Athletic Board, he/she shall receive all rights and privileges of any other athlete.

10-7 Athletic Committee

The committee shall consist of: two non-coaching faculty members, one coach, the athletic director, and one board member. The coach of the team the student is involved in may attend as a non-voting member.

The committee shall meet as needed within seven school days of a reported violation or ten calendar days in the summer.

Each member of the committee shall have one vote. Action taken on violations will be voted on by secret ballot if requested. Decisions will be reached by a majority vote of the committee.

The majority of the committee present represents a voting quorum.

It is understood that the athletic committee feels that each sport or activity should police themselves for violations of the code. It is the philosophy of the coaching staff that the team members use their influence to see that team members adhere to the code.

10-8 Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or at a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

10-9 Athletic Awards

Athletic Letters and Pins
Any varsity athlete will be awarded:

- First year: Athletic Letter
- Second year: Pin to represent their sport
- Each succeeding year: Bars

CHAPTER 11 EXTRA-CURRICULAR ACTIVITIES

11-1 Attendance at School /Activities

Students are not allowed to stay after school or on school grounds that do not have school business (i.e. meeting with a teacher, practice, or other official school business) unless the student has made arrangements for supervision with a school staff member.

Students must be in attendance a minimum of 1/2 day of school to attend any school activity on that day. Eligibility requirements will apply to all students who participate in all school-sponsored extra-curricular activities.

Students must be in attendance for the full academic day before a school-sponsored weekend event (ie. Homecoming, Fall Ball, Prom).

If a student leaves school due to illness, he/she is not permitted to participate in or attend a school-sponsored extra-curricular activity.

All school rules, including the school's discipline code, are in effect during school-sponsored dances and activities. In particular, students shall not:

- Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia (including e-cigarettes and paraphernalia for "vaping");
- Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
- Vandalize or steal;
- Haze other students;
- Behave in a manner that is detrimental to the good of the school;
- Be insubordinate or disrespectful toward teachers and chaperones; or
- Reenter the building or return to the dance once they leave.

Students who violate the school's discipline code will be required to leave the dance immediately, and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances unless the administrator approves a student's guest at least one day in advance of the event. A "Dance Guest Permit" must be submitted to the administrator's office at least one day prior to the activity. A guest must be "age appropriate," defined as currently enrolled in another high school. Exceptions must be cleared with administration.

Dances require a minimum of one teaching staff and one parent chaperone. Dances/activities must end at 10:00 p.m. unless prior approval has been granted by the administrator.

11-2 Classes, Clubs and Organizations

Classes

Each class is newly organized at the beginning of each school year. The election of officers for each class will be held each fall. Each class is allowed two fundraisers per year in addition to a booth at the Polish Festival. These two fundraisers must be presented to the superintendent for approval two weeks prior to the October Board meeting. The superintendent or the class president will present the fundraisers at the October Board meeting for approval. The class president must give a report on the financial status of the class at the October School Board meeting.

Clubs and Organizations

Membership in a club or organization is voluntary except when it is required in connection with a class to which the student belongs.

National Honor Society

Boyne Falls Public School sponsors a chapter of the National Honor Society. The National Honor Society is designed to give recognition to those students who consistently exemplify outstanding achievement in school. To become eligible, a student must meet a set of rigid academic standards.
Only sophomore, junior, and senior students are eligible for application to the NHS. Eligible students must have a 3.0 GPA or higher and achieve a majority vote from the secondary school staff. Students will be evaluated based on character, community service, and scholarship.

CHAPTER 12 – SPECIAL EDUCATION

12-1 Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services. The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

CHAPTER 13 – STUDENT RECORDS & PRIVACY

13-1 Student Records

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records:

1. Right to Inspect: You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. Right to Request Amendment: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. Right to prevent disclosures: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. Right to complain: You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

   Family Policy and Compliance Office
   U.S. Department of Education
   600 Independence Ave, SW
   Washington, DC 20202-4605
5. Right to obtain policy: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA.
6. Right to object to release of directory information: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":
   a. student's name;
   b. address;
   c. phone number
   d. parent or guardian's name;
   e. grade level;
   f. participation in officially recognized activities and sports;

g. height and weight, if a member of an athletic team;
h. honor rolls;
i. scholarships, honors and awards received;
j. date of graduation;
k. major field of study;
l. the most recent educational agency or school attended by the student;
m. school photographs or videos of students participating in school activities, events or programs.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

7. Please notify the district by the first Friday in October to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to: Cynthia Pineda, Superintendent/K-12 Administrator.

13-2 Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports;
3. Sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
4. Provide reason(s) for their absences and tardies but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures. Educational records and information will be sent to parents of 18-year old students who claim their child as a dependent.

13-3 Requests from Military or Institutions of Higher Learning

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses, and telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building administrator.

13-4 Surveys by Third Parties

A student's parent/guardian, upon his/her request, may inspect any survey or evaluation given by a third party within a reasonable time of the request. This applies to every survey:

1. That is created by a person or entity other than a school official, staff member, or student,
2. Regardless of whether the student answering the questions can be identified, and
3. Regardless of the subject matter of the questions.

Upon inspection of the survey or evaluation by the student's parent or guardian, he/she may request that his/her child not participate in said survey or evaluation. The school will not penalize any student whose parent/guardian exercised this option.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building administrator.

School officials and staff members will not request nor disclose the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or to receive financial assistance under such program.

Students in grades 7th, 9th, and 11th will be participating in the Michigan Profile and Healthy Youth survey early in the school year.

CHAPTER 14 – PARENTAL RIGHT NOTIFICATIONS

14-1 Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

14-2 Standardized Testing

Students and parents/guardians should be aware that students in most grades will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students to get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize to students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests; and
7. Encourage students to relax on testing day.

14-3 Parent Involvement Compact

We, the Boyne Falls Public School staff, parents and community, guide each child in achieving his or her greatest potential by providing a diversity of experiences which integrate excellence in education with the child's individual abilities and unique talents. We share the responsibility, in a safe and secure environment, for child acquisition of academic, creative, emotional, physical, and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at Boyne Falls Public School by continually assessing and evaluating our attainment of these goals as measured by descriptive outcomes.

Parent Agreement

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate your children by doing the following:

- Monitor attendance to make sure your child is on time and attends school regularly.
- Monitor homework completion and television watching.
- Volunteer in your child's classroom.
- Participate, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.
- Support the school in its efforts to maintain proper discipline and require your child to observe all school rules and regulations.
- Encourage your child's efforts to do their best.
- Stay aware of what your child is learning.
- Encourage positive attitudes.
- Send your child to school with proper attention to his/her health, personal cleanliness, and dress.
- Attend parent-teacher conferences and other school functions.

- Communicate with teachers and/or school officials.
- Read all communications from the school, signing, and returning them promptly when required.
- Establish a time for sharing daily school experiences and/or completing homework.
- Read with your child and let your child see you read.

Child Agreement

It is important that I do the best that I can. Therefore, I will do the following:

- Come to school each day and be in class on time.
- Have my homework completed and turned in on time.
- Have the supplies that I need.
- Always try to work to the best of my ability.
- Show respect for myself, my school, and other children.
- Follow the rules at my school and home.
- Believe that I can learn, and I will learn.

Teacher Agreement

Children must be given the opportunity to succeed. Therefore, I will do the following:

- Provide an environment conducive to learning.
- Have high expectation for myself and my students by using methods and techniques that work for my classroom.
- Maintain open lines of effective communication with my students and their parents in order to support child learning.
- Seek ways to involve parents in classroom activities.
- Respect the children, their parent, and the diverse culture of the school.

14-4 Pesticide Application Notice

Parents have the right to be informed prior to any application of an insecticide, fungicide, or herbicide made to the school grounds or buildings during the school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please notify the school in writing by September 15 of the current school year and include your name, child(ren)'s name(s), address and phone number and submit to:

Cynthia Pineda, Superintendent/K-12 Administrator
P.O. Box 356/01662 M-75
Boyne Falls, MI 49713

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

14-5 Mandated Reporter

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

14-5 Homeless Information

Your child is considered homeless if your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.
Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

14-5 Concussion Awareness Information

Some common symptoms

- Headache
- Pressure in the head
- Nausea/vomiting
- Dizziness
- Balance problems double vision blurry vision
- Sensitive to light
- Sensitive to noise
- Sluggishness

- Haziness
- Fogginess
- Grogginess
- Poor concentration
- Memory problems
- Confusion
- "feeling down"
- Not "feeling right" feeling irritable
- Slow reaction time sleep problems

What is a concussion?
A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

If you suspect a concussion:
Seek medical attention right away - a health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

Keep your student out of play - concussions take time to heal. Don't let the student return to play the day of injury and until a heath care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

Tell the school about any previous concussion - schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

Signs observed by parents:

- Appears dazed or stunned is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

Concussion danger signs:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea slurred speech convulsions or seizures cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

How to respond to a report of a concussion:
If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

CHAPTER 15 – CODE OF CONDUCT

15-1 Disciplinary Guidelines

Boyne Falls' teachers have a discipline plan for their classrooms. This plan is shared with the students on the first day of class. The plan consists of classroom rules and consequences for not observing those rules. They also provide for positive reinforcement of good behavior.

The following disciplinary rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school. These disciplinary rules are guidelines, and the district reserves the right to determine the severity of the offense and the right to determine disciplinary action that may be different than outlined in the handbook.

15-2 Disciplinary Actions and Procedures

Out-of-School Suspension

- Out-of-school suspension is the exclusion of a student from the school premises and activities (and/or transportation) by the administrator or superintendent for a specific period of time. Great Lakes Academy may be used for out-of-school suspensions.
- Parents/guardians will be notified of the suspension as soon as possible.
- A student is excluded from all school activities for a 24-hour period from the start of each suspension. Suspended students are not to be on school grounds until the entire suspension time is completed.
- The suspended student is required to make arrangements with each teacher for all assignments, tests, and exams missed for the duration of the suspension. Students have two days to make up work for each day suspended.
- Suspension for periods of time beyond ten (10) days will be assigned only through a hearing before the Board of Education.

Due Process

The Boyne Falls Board of Education recognizes the following:

1. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him/her.
2. The student will have the right to present to the school administration any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will notify the parents or guardian as soon as possible of the suspension, the reasons for the suspension, and the steps necessary to facilitate the student's return.
4. If dissatisfied with this action, the parents or legal guardian may appeal to the Superintendent within five (5) days.
5. The superintendent's decision may be appealed to the Board of Education within five (5) school days of the superintendent's decision.
6. During the appeal process, students are expected to attend class and complete all work pending the outcome of the appeal.

15-3 Code of Conduct

Citizenship

Offense	***Definition***	***MS/HS***
Cheating or Academic Misconduct	Intentionally copying another student's work (class work, homework, etc.) and trying to receive credit for the work or giving answers to other student's.	**First Offense:** 0's on all material relating to incident; 2 lunch detentions; possible suspension up to 3 days; possible no credit issued in class where incident occurred. **Second Offense:** 0's on all material relating to incident; 1-3 day suspension; possible no credit issued in class where incident occurred.
Offense	Definition	MS/HS
Disrespect	To tease, insult, call derogatory names, dishonor, spread rumors, or in other manner verbally or in writing, show disrespect to any member of the school staff or student body.	• **First Offense:** Warning up to 3 days suspension. • **Second Offense:** 2-5 day suspension, parent conference.

		• **Third Offense:** 6-9 day suspension.
Disrespect Toward Substitute Teachers or Visitors	To tease, insult, call derogatory names, dishonor, spread rumors, or in other manner verbally or in writing, show disrespect to any substitute teacher or visitor.	• **First Offense:** 1-3 lunch detentions. • **Second Offense:** 3-5 lunch detentions. • **Third/Repeated Offense:** 1-5 day suspension.
Fleeing or Eluding	Any student at a school sponsored function who, when confronted by a chaperone/supervisor or school official, flees or makes an attempt to elude such confrontation shall be considered in violation of school policy and subject to the following penalties.	**First Offense:** 1-3 day suspension. **Second Offense:** 3-5 day suspension; banned from after school activities for 3 months. **Third/Repeated Offense:** 5 day suspension; banned from after school activities for 1 calendar year.
Food or Open Beverage in Undesignated Areas		**First Offense:** Confiscation and warning. **Second Offense:** Confiscation and lunch detention. **Third Offense:** Confiscation and 2 lunch detentions.
Leaving the Building Without Permission	Failure to report to the School Office before leaving the building throughout the day.	**First Offense:** 1-3 lunch detentions. **Second Offense:** 1-3 day suspension. **Third Offense:** 3-5 day suspension.
Profane Language or Gestures	The act of using obscene or profane language in verbal or written form, in pictures, or obscene gestures on school property during the school day or at any school-sponsored event.	**First Offense:** 1-3 lunch detentions up to 2 day suspension. **Second Offense:** 3-5 lunch detentions up to 3 day suspension. **Third/Repeated Offense:** 1-5 day suspension.
Public Affection	Public display of affection other than a brief hug and/or holding hands.	**First Offense:** Warning; discuss policy with student. **Second Offense:** 1-3 lunch detentions. **Third Offense:** 1-3 day suspension.
Skipping/Truancy	Willful and chronic absence from school. Arrest Program/Charlevoix County Prosecutor's Office. Leaving the building without permission and failure to report to the School Office before leaving the building throughout the day.	**First Offense:** 1-3 day lunch detention; 0's in all classes skipped. **Second Offense:** 1-3 day suspension; 0's in all classes skipped. **Third/Repeated Offense:** 2-5 day suspension; parent conference; possible referral to Truancy Office.
Tardies per class per trimester	Late entry to class.	**First Tardy:** Teacher records; discuss policy with student. **Second Tardy:** Teacher records; discuss policy with student. **Third & Subsequent Tardies:** Student will be assigned a lunch detention; teacher will notify parent.

Offense	Definition	MS/HS
Theft and/or Possession of Stolen Property	The act of taking or possessing property of others without their consent.	1-9 day suspension up to expulsion; restitution; possible police referral.
Unsportsmanlike Behavior/Heckling	The act of inappropriate behavior and/or being unprofessional in the context of a game.	**First Offense:** Warning up to removal from event; 1-3 lunch detentions. **Second Offense:** Removal from event; 1-3 day suspension; suspension from the school functions/events for the remainder of the year. **Third Offense:** Removal from the event; 3-5 day suspension; suspension from the school functions/events for the remainder of the year.

Physical/Public Safety/Property Damage

Offense	Definition	MS/HS
Arson	Felony offense as described in Michigan Penal Code MCL 750.71-750.80, and committed on school property.	Mandatory expulsion pursuant to MCL 380.1311.
Assaultive Behavior/Battery	A battery is defined as the willful touching of another person without his/her consent (i.e. pushing, shoving, kicking, hitting, pinching, biting, spitting, etc.).	**First Offense:** Lunch detention up to expulsion.
Assaultive Behavior with Aggravating Circumstances	Assault and/or battery with aggravating circumstances which may include, but are not limited to, infliction of serious injury, use of any weapons, or object used as a weapon.	2 day suspension up to expulsion; police referral.
Threat to Safety: Verbal/Written	Any willful verbal, written, or electronically transmitted threat that is intended to place another in fear of immediate physical contact that will be painful and injurious, coupled with the apparent ability to execute the act, will be considered a verbal assault.	2 day suspension up to expulsion; police referral.

Physical/Public Safety/Property Damage Continued

Offense	Definition	MS/HS
Behavior Potentially Dangerous to Self and/or Others	Actions that have the potential of harming self/others (i.e. horseplay, and misuse of restrooms, gym, etc., and other school equipment.	**First Offense:** Warning up to 3 day suspension. **Second Offense:** 1-9 day suspension up to expulsion.
Bomb Threat	Calling in or insinuating in any way, including joking, that the persons or building on school property or any property owned by the school are under threat of explosive devices.	Per the Revised School Code Act 451 of 1976 380.1211a, Expulsion. Referral to police, a psychiatric consultation prior to re-admittance, a re-admittance meeting and restitution may be required.

Driving/Parking Lot	The act of driving in an unsafe manner or parking in an unauthorized area.	**First Offense:** Warning. **Second Offense:** 1-3 lunch detentions to loss of driving privileges for 1 week. **Third Offense:** 1-3 day suspension up to loss of driving privileges for 30 days.
Extortion and/or Intimidation	The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or school bus, including attempting to borrow any money or things of value from said person.	**First Offense:** 2-3 day suspension; possible police referral, parent conference. **Second Offense:** 3-5 day suspension; possible police referral, parent conference. **Third Offense:** 5-10 day suspension; possible police referral; parent conference.
False Emergency Alarm	The acts of initiating an emergency alarm (i.e. pulling a fire alarm) or initiating a "911" call without just cause. The act of tampering with fire or safety equipment.	3 day suspension up to expulsion; police referral; restitution for damages, when appropriate.
Fighting	The act of involving hostile bodily contact in or on school property during the school day or going to and from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.).	1 day suspension up to expulsion.
Fireworks and/or Explosive Material Possession or Use	The act of possession, using, or threatening to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury.	5 day suspension up to expulsion; police referral.
Harassment: General	Any derogatory or other objectionable conduct of a physical or verbal nature which has the purpose or effect of substantially interfering with said person's employment or education or creates an intimidating, hostile, or offensive employment or educational environment. (i.e., mimicking, name-calling, mocking). Bullying is a form of harassment.	**First Offense:** 1-3 lunch detentions. **Second Offense:** 3-5 day lunch detention. **Third/Repeated Offense:** 1-5 day suspension.
Harassment: Sexual	Unwanted and unwelcome behavior of a sexual nature that interferes with the right to receive an equal educational opportunity. Sexually harassing behaviors that can interfere with one's educational opportunity range from words (written and spoken) and gestures to unwanted physical contact.	**First Offense:** 1-3 day suspension. **Second Offense:** 2-5 day suspension. **Third Offense:** 4-7 day suspension up to expulsion.

Physical/Public Safety/Property Damage Continued

Offense	*Definition*	*MS/HS*
Physical Assault against an Employee, Volunteer, or Contractor	Intentionally causing or attempting to cause physical harm to another through force or violence.	2-10 day suspension; recommendation for expulsion.

Vandalism	The act of willful destruction of property belonging to others.	First Offense: Warning up to 9 day suspension; police referral; full restitution. Second Offense: 3 to 9 day suspension up to expulsion; full restitution.
Transportation: Disruptive behavior on the bus	Refer to Section 5.1 for bus safety rules.	**First Offense:** Warning up to 3 day bus suspension. **Second Offense:** Warning up to 3 day bus suspension; parent contact. **Third Offense:** Up to a 5 day bus suspension; parent contact.
Weapons - Dangerous: Possession or Use	Possession or use of dangerous weapons on school property, in any school-owned vehicle, or at any school sponsored activity. A dangerous weapon shall include a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 20 U.S.C. § 8921. Possession or use of any other weapon on school property, in any school-owned vehicle, or at any school sponsored activity. A weapon shall include any object or instrument the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term “other weapons” shall also include a facsimile of objects or instruments which are weapons. The term “other weapons” shall additionally include an object or instrument which is not, in and of itself, a weapon as defined above but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person.	Mandatory Expulsion; police referral.

Disrupting the Educational Process

Offense	*Definition*	*MS/HS*
Disrupting or Contributing to Disruption inside/outside the Classroom	The act of protesting which results in the disruption of the ***normal educational process. Ex.: Throwing objects, talking out of turn, etc.***	**First Offense:** Student warning by teacher **Second Offense:** 1 day lunch detention. **Third Offense:** Parent contact by teacher; 2 days lunch detention. **Fourth Offense:** Parent contact by the teacher; Parent conference. **Fifth Offense**: Referral to administrator; up to 3 day suspension.
Dress Code	Refer to Section 7.2 for dress code guidelines.	**First Offense:** Warning; Parent contacted for a change of clothes or alternative clothing provided **Second Offense:** 1-2 day lunch detention and removal from class until clothes are changed. **Third Offense:** Up to 3 day suspension.
Electronic Device (cell phone, ear buds, smart watch etc.)	In accordance with MI legislation (Senate Bill 495 & House Bill 4141), all personal electronic devices are prohibited during the instructional day, except for before the first bell and at the students' lunch. This includes cell phones, ear buds, smart watches etc.	**First Offense:** Confiscation; device returned to student after 24 hours have elapsed. **Second/Third Offense:** Confiscation; device returned to parent after 24 hours have elapsed. **Fourth/Repeated Offense:** Confiscation; Up to a 5 day suspension.
Insubordination and/or repeated persistent violation of building rules and regulations	The willful failure to respond or carry out a reasonable request by authorized school personnel.	Warning up to 9 day suspension.
Technology Misuse: Computer tampering	See Acceptable Use Policy. Unauthorized access, modification or destruction of files and/or network operating systems, computer hardware and/or electronic information.	**First Offense:** 3 day suspension; restitution; 5 school day suspension from system; police referral, if necessary; parent contact **Second Offense:** 5 day suspension; restitution; 10 school day suspension from system; police referral, if necessary; parent contact **Third Offense:** 10 day suspension; restitution; police referral, if necessary; parent contact
Technology Misuse	See Acceptable Use Policy. Unauthorized use, downloads or access to games, chat-rooms, e-mail, programs or files.	**First Offense:** 5 school day suspension from system and up to a 2 day suspension. **Second Offense:** 10 school day suspension from system and up to a 2 day suspension. **Third Offense:** 3 days suspension.

Controlled Substances

Offense	*Definition*	*MS/HS*
Alcohol, controlled Substances and/or Drug Paraphernalia Use, Possession, or Distribution	The use, under the influence, possession, or distribution of alcohol in any school building, on school property, or at any school-related event.	**First Offense:** Confiscation; 3-5 day suspension up to expulsion; police referral. **Second Offense:** Confiscation; 5-10 day suspension; police referral.

		Third Offense: Confiscation; 5-10 day suspension; police referral; possible recommendation for expulsion.
Drugs: Use, possession, or distribution of illegal drugs, including inhalants, steroids and other performing-enhancing substances	The use, under the influence, possession, or distribution of any illegal drug or controlled substances (as set forth in MCL 333.7212-7229); or possession or distribution of drug-related paraphernalia; any such "look alike" or counterfeit drug, or any other dangerous or misused drug unauthorized by a medical prescription from a physician in any school building, on school property, or at any school-related event.	3 day suspension up to expulsion; referral to police.
Tobacco Products or Paraphernalia (lighters, matches) Possession	The possession of tobacco products or paraphernalia on school property or at school functions, including e-cigarettes and "vaping" paraphernalia.	**First Offense:** Confiscation; 1-3 day suspension; police referral. **Second Offense:** Confiscation; 1-5 day suspension; police referral.
Tobacco use	The act of smoking or chewing tobacco products, including e-cigarettes, on school property or at school functions.	**First Offense:** Confiscation; 3 day suspension; police referral. **Second Offense:** Confiscation; 3-5 day suspension; police referral. **Third Offense:** Confiscation; 6-10 day suspension; police referral; possible recommendation for expulsion.